

**BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY**  
**BUCKINGHAMSHIRE FIRE AND RESCUE SERVICE**

Director of Legal & Governance, Graham Britten  
Buckinghamshire Fire & Rescue Service  
Brigade HQ, Stocklake, Aylesbury, Bucks HP20 1BD  
Tel: 01296 744441



---

**Chief Fire Officer and Chief Executive**

Jason Thelwell

---

To: Members of Buckinghamshire and Milton Keynes Fire Authority

10 June 2019

**MEMBERS OF THE**  
**PRESS AND PUBLIC**

Please note the content  
of Page 2 of this  
Agenda Pack

Dear Councillor

Your attendance is requested at the Annual Meeting of the **BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY** to be held in Meeting Room 1, Fire and Rescue Headquarters, Stocklake, Aylesbury on **WEDNESDAY 19 JUNE 2019 at 11.00 am** when the business set out overleaf will be transacted.

Yours faithfully

A handwritten signature in black ink that reads 'Graham Britten'.

Graham Britten  
Director of Legal and Governance

Councillors Carroll, Christensen, Clare, Clarke OBE, Cranmer, Exon, Glover, Hopkins, Irwin, Lambert, Marland, McCall, McLean, Minns, Roberts, Teesdale, Watson



**MAKING YOU SAFER**

[www.bucksfire.gov.uk](http://www.bucksfire.gov.uk)



## **Recording of the Meeting**

The Authority supports the principles of openness and transparency. It allows filming, recording and taking photographs at its meetings that are open to the public. Requests to take photographs or undertake audio or visual recordings either by members of the public or by the media should wherever possible be made to [enquiries@bucksfire.gov.uk](mailto:enquiries@bucksfire.gov.uk) at least two working days before the meeting.

The Authority also allows the use of social networking websites and blogging to communicate with people about what is happening, as it happens.

## **Adjournment and Rights to Speak – Public**

The Authority may, when members of the public are present, adjourn a Meeting to hear the views of the public on a particular agenda item. The proposal to adjourn must be moved by a Member, seconded and agreed by a majority of the Members present and voting.

Prior to inviting the public to speak, the Chairman should advise that they:

- (a) raise their hands to indicate their wish to speak at the invitation of the Chairman,
- (b) speak for no more than four minutes,
- (c) should only speak once unless the Chairman agrees otherwise.

The Chairman should resume the Meeting as soon as possible, with the agreement of the other Members present.

Adjournments do not form part of the Meeting and should be confined to times when the views of the public need to be heard.

## **Rights to Speak - Members**

A Member of the constituent Councils who is not a Member of the Authority may attend Meetings of the Authority or its Committees to make a statement on behalf of the Member's constituents in the case of any item under discussion which directly affects the Member's division, with the prior consent of the Chairman of the Meeting which will not be unreasonably withheld. The Member's statement will not last longer than four minutes.

## **Petitions**

Any Member of the constituent Councils, a District Council, or Parish Council, falling within the Fire Authority area may Petition the Fire Authority.

The substance of a petition presented at a Meeting of the Authority shall be summarised, in not more than four minutes, by the Member of the Council who presents it. If the petition does not refer to a matter before the Authority it shall be referred without debate to the appropriate Committee.

## **Questions**

Members of the Authority, or its constituent councils, District, or Parish Councils may submit written questions prior to the Meeting to allow their full and proper consideration. Such questions shall be received by the Monitoring Officer to the Authority, *in writing*, at least two clear working days before the day of the Meeting of the Authority or the Committee.

## **COMBINED FIRE AUTHORITY - TERMS OF REFERENCE**

1. To appoint the Authority's Standing Committees and Lead Members.
2. To determine the following issues after considering recommendations from the Executive Committee, or in the case of 2(a) below, only, after considering recommendations from the Overview and Audit Committee:
  - (a) variations to Standing Orders and Financial Regulations;
  - (b) the medium-term financial plans including:
    - (i) the Revenue Budget;
    - (ii) the Capital Programme;
    - (iii) the level of borrowing under the Local Government Act 2003 in accordance with the Prudential Code produced by the Chartered Institute of Public Finance and Accountancy; and
  - (c) a Precept and all decisions legally required to set a balanced budget each financial year;
  - (d) the Prudential Indicators in accordance with the Prudential Code;
  - (e) the Treasury Strategy;
  - (f) the Scheme of Members' Allowances;
  - (g) the Integrated Risk Management Plan and Action Plan;
  - (h) the Annual Report.
3. To determine the Code of Conduct for Members on recommendation from the Overview and Audit Committee.
4. To determine all other matters reserved by law or otherwise, whether delegated to a committee or not.
5. To determine the terms of appointment or dismissal of the Chief Fire Officer and Chief Executive, and deputy to the Chief Fire Officer and Chief Executive, or equivalent.
6. To approve the Authority's statutory pay policy statement.

## **AGENDA**

### **Item No:**

#### **1. Election of Chairman**

To elect a Chairman for 2019/20

#### **2. Appointment of Vice-Chairman**

To appoint a Vice-Chairman for 2019/20

#### **3. Apologies**

#### **4. Minutes**

To approve, and sign as a correct record the Minutes of the meeting of the Fire Authority held on 13 February 2019 (Item 4) **(Pages 11 - 20)**

#### **5. Disclosure of Interests**

Members to declare any disclosable pecuniary interests they may have in any matter being considered which are not entered onto the Authority's Register, and officers to disclose any interests they may have in any contract to be considered.

#### **6. Chairman's Announcements**

To receive the Chairman's announcements (if any).

#### **7. Petitions**

To receive petitions under Standing Order SOA6.

#### **8. Questions**

To receive questions in accordance with Standing Order SOA7.

#### **9. Membership of the Authority**

Under the Buckinghamshire Fire Services (Combination Scheme) Order 1996 Part III paragraph 12 – Each constituent authority shall, so far as is practicable, appoint such number of representatives to be members of the Authority as is proportionate to the number of local government electors in its area in relation to the number of such electors on the other constituent authority's area.

The electorate for Buckinghamshire County Council is 399,971 as at 1 December 2018 (Office for National Statistics, 22 March 2019) 67.3% (397,190 as at 1 December 2017, Office for National Statistics). The electorate for Milton Keynes Council is 194,423 as at 1 December 2018 (Office for National Statistics, 22 March 2019) 32.7% (193,847 as at 1 December 2017, Office for National Statistics).

Total Number of Members:			17	
Buckinghamshire	399,971	(67.3%)	11	Members
Milton Keynes	194,423	(32.7%)	6	Members

This equates to Authority Membership for Buckinghamshire County Council 11 Members and Milton Keynes Council 6 Members.

To note that the Constituent Authorities have appointed the following Members to serve on the Fire Authority for 2019/20:

Buckinghamshire County Council (11)

Councillors Carroll, Christensen, Clare, Clarke OBE, Cranmer, Glover, Irwin, Lambert, Roberts, Teesdale, and Watson

Milton Keynes Council (6)

Councillors Exon, Hopkins, Marland, McCall, McLean and Minns

## **10. Committee Matters**

- (a) Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990.

The Authority is required by the above Regulations to review the basis of allocation of seats amongst the Political Groups either at its Annual Meeting, or as soon as practicable thereafter, or following a change in its Membership. In making its review, the Authority is required, so far as reasonably practicable, to comply with the following principles:

- (i) Not all seats on each Committee are to be allocated to the same Group.
- (ii) The majority of seats is to be allocated to a particular Group if the number of persons belonging to that Group is a majority on the Authority.
- (iii) Subject to the above paragraphs, the number of seats on the Committees allocated to each Group should bear the same proportion to the total of all the seats on the Committees as that borne by the number of Members of that Group to the Membership of the Authority.
- (iv) Subject to paragraphs (i) to (iii) above, that the number of the seats on the body which are allocated to different political groups bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority.

Subject to formal notification of the Membership of each Political Group, the allocation of seats on the Authority is as follows:

Conservative Group:	11 seats	(64.71%)
Liberal Democrat Group:	4 seats	(23.53%)
Labour Group:	2 seats	(11.76%)

The above Regulations, with the Authority's Scheme of Delegation, require a notice in writing to be delivered to the Authority's Monitoring Officer signed by two or more Members of the Authority to establish a Political Group.

The Authority is asked to note the report.

Contact Officer: Katie Nellist (Democratic Services Officer) – 01296 744633

Background papers: None.

(b) Committee Appointments

To consider making appointments to the Authority's committees. The membership of the Executive and the Overview and Audit committees is required to be mutually exclusive.

**Executive Committee**

The Authority is asked to make appointments to the Executive Committee in accordance with the wishes of the respective Political Groups (8 Members)

It is recommended that the seats should be allocated as follows:

Conservative - 5

Liberal Democrat – 2

Labour - 1

**Overview and Audit Committee**

The Authority is asked to make appointments to the Overview and Audit Committee in accordance with the wishes of the respective Political Groups (9 Members).

It is recommended that the seats should be allocated as follows:

Conservative - 6

Liberal Democrat - 2

Labour – 1

Contact Officer: Katie Nellist (Democratic Services Officer) – 01296 744633

Background papers: None.

**11. Calendar of Meetings**

Fire Authority

Wednesday 18 September 2019 at 11.00am

Wednesday 11 December 2019 at 11.00am

Wednesday 12 February 2020 at 11.00am

Wednesday 10 June 2020 at 11.00am

### Executive Committee

Wednesday 10 July 2019 at 10.00am

Wednesday 16 October 2019 at 10.00am

Wednesday 20 November 2019 at 10.00am

Wednesday 5 February 2020 at 10.00am

Wednesday 25 March 2020 at 10.00am

### Overview & Audit Committee

Wednesday 17 July 2019 at 10.00am

Wednesday 13 November 2019 at 10.00am

Wednesday 11 March 2020 at 10.00am

## **12. Appointment of Representatives to Outside Bodies**

### (a) Local Government Association Annual Conference

To appoint 1 Member to attend as the Authority's representative at the Local Government Association's Annual Conference.

### (b) Local Government Association Fire Commission

To appoint 1 Member and Standing Deputy to represent the Authority at the Local Government Association's Fire Commission.

### (c) Local Government Association Annual Fire Conference

To appoint 1 Member to attend as the Authority's representative at the Local Government Association's Annual Fire Conference.

### (d) Combined Fire Authorities Conference

To appoint 1 Member to attend as the Authority's representative at the Combined Fire Authorities Conference.

### (e) Thames Valley Fire Control Service – Joint Committee

(i) To appoint 2 Representatives to the Thames Valley Fire Control Service – Joint Committee.

(ii) To nominate 2 substitute members to the Thames Valley Fire Control Service – Joint Committee (in the event the 2 representatives are unable to attend).

Appointments to the Thames Valley Fire Control Service Joint Committee are exempt from the political balance rules under section 15 of the Local Government and Housing Act 1989. It is a joint committee constituted by two or more authorities under section 102 of the Local Government Act 1972 but to which the Authority appoints fewer than three members.

### 13. Lead Member Responsibilities

To consider the allocation of Lead Member Responsibilities; and to appoint Members to those roles.

<b>Responsibility</b>
<b>Community Protection</b>
To lead on issues relating to prevention of, and protection from, harm to our communities.
<b>People and Equality and Diversity</b>
To ensure that the right staffing solutions are in place to provide the best possible service to our communities.
<b>Finance, IT and Procurement</b>
To lead on treasury management, MTFP and the longer term aspects of our finances to ensure that we can continue to deliver a high level of service to our community.
<b>Health and Safety and Corporate Risk</b>
To ensure that measures and policies are in place to mitigate risks to the organisation and our staff.
<b>Property and Resource Management</b>
To lead on the creation of the Blue Light Hub in Milton Keynes and other property issues and to also ensure that innovative, efficient and workable staffing solutions can be implemented to deliver the best possible service to our communities.
<b>Collaboration and Transformation</b>
To lead on collaboration across the blue light services in line with the Policing and Crime Act 2017; and on transformation in partnership with the Royal Berkshire and Oxfordshire fire and rescue services.

It is recommended that:

1. Appointments to each of the Lead Member roles be made.

Contact Officer: Katie Nellist (Democratic Services Officer) – 01296 744633.

Background Papers: None

### 14. Recommendations from Committees:

#### Overview and Audit Committee – 13 March 2019

#### CIPFA Benchmarking Report

Minute 035 (unapproved) of the Overview and Audit Committee – 13 March 2019

RESOLVED –

That the report be noted and that the information contained within the report be taken to the next Fire Authority meeting.

The report considered by the Overview and Audit Committee is attached at item 14 (**Pages 21 - 78**)



**15. Revision of Policy Documents**

To consider item 15 (**Pages 79 - 82**)

**16. 2015-20 Corporate Plan: Final Year Review & Refresh**

To consider item 16 (**Pages 83 - 110**)

**17. The Authority's People Strategy 2016-2020 Annual Update**

To consider item 17 (**Pages 111 - 122**)

**18. Well-being Strategy Update**

To consider item 18 (**Pages 123 - 132**)

**19. Exclusion of Press and Public**

To consider excluding the public and press representatives from the meeting by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as the report contains information relating to the financial or business affairs of any particular person (including BMKFA); and Paragraph 5 of Part 1 of Schedule 12A of the Local Government Act 1972, as the report contains information in respect of which a claim to legal and professional privilege could be maintained in legal proceedings, and on these grounds it is considered the need to keep information exempt outweighs the public interest in disclosing the information:

**20. Exempt Minutes**

To approve, and sign as a correct record the Exempt Minutes of the meeting of the Fire Authority held on 13 February 2019 (Item 19)

If you have any enquiries about this agenda please contact: Katie Nellist (Democratic Services Officer) – Tel: (01296) 744633 email: [knellist@bucksfire.gov.uk](mailto:knellist@bucksfire.gov.uk)